Rapid Response
Toolbox 2.0 Desk Aid

- The individual company Rapid Response reports must be entered into Toolbox 2.0 within five business days of the event for the applicable region.
- When making contact with an employer about a Layoff/Closure event, search for the employer in Toolbox 2.0 database for an employer record (See how to enter an employer order section of manual). If an employer record cannot be found in Toolbox 2.0, obtain the employer's Federal ID number (FEIN) or Unemployment Insurance (UI). The FEIN or UI numbers are required in order to search and/or enter an employer record to obtain access to the Rapid Response screen.
- If an employer record is not in Toolbox 2, enter a new Employer Record. See instructions on searching for and completing a new Employer Toolbox record

Toolbox 2 Tips

Toolbox 2.0 icons may be located under the "Navigation" tab or by hovering over the icon. These icons include:

Job Record	Close current form	Employer Search	Seeker Emp Search
Quick Search	Seeker Entry	Seeker Search	Previous Seeker
Test Scores	Search for Jobs (Seeker)	Intake	Initial Interview
Assessment	Eligibility	Employment Plan	Seeker History
Case Management Search	Set Appointments	Create Task	Notes Seeker/Employer
Job Order Referral	Correspondence	Referral (Not Job)	Next Record
Exit system	Scheduler		

Spell Check
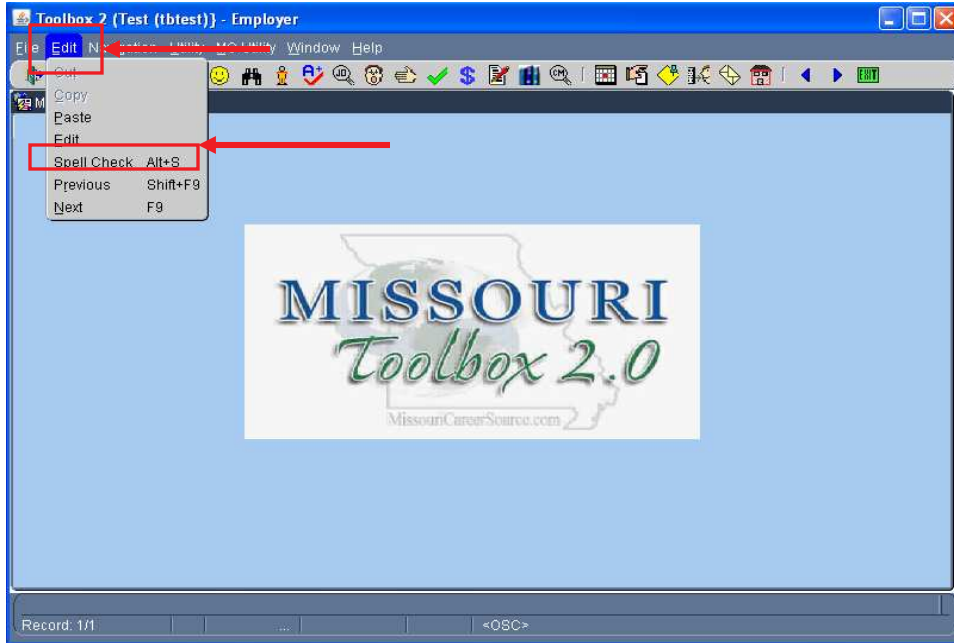
Figure 1: Toolbox 2.0 Main Screen

- Toolbox 2.0 has a spell checking function.
- From the Missouri Toolbox 2.0 main screen, click on the Edit tab on the toolbar then scroll down to Spell Check.
- By pressing the Alt button and the S key on the keyboard, Toolbox 2.0 will spell check the text box.
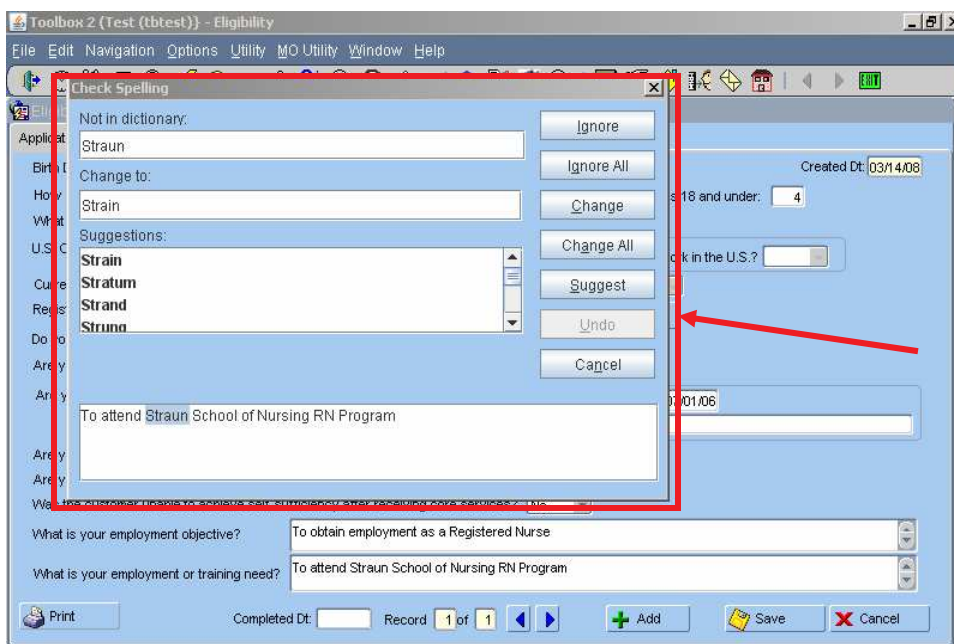
Figure 2: Check Spelling Pop-up Screen

- Toolbox 2.0 will spell check an area before screen is saved.

Screen Tips
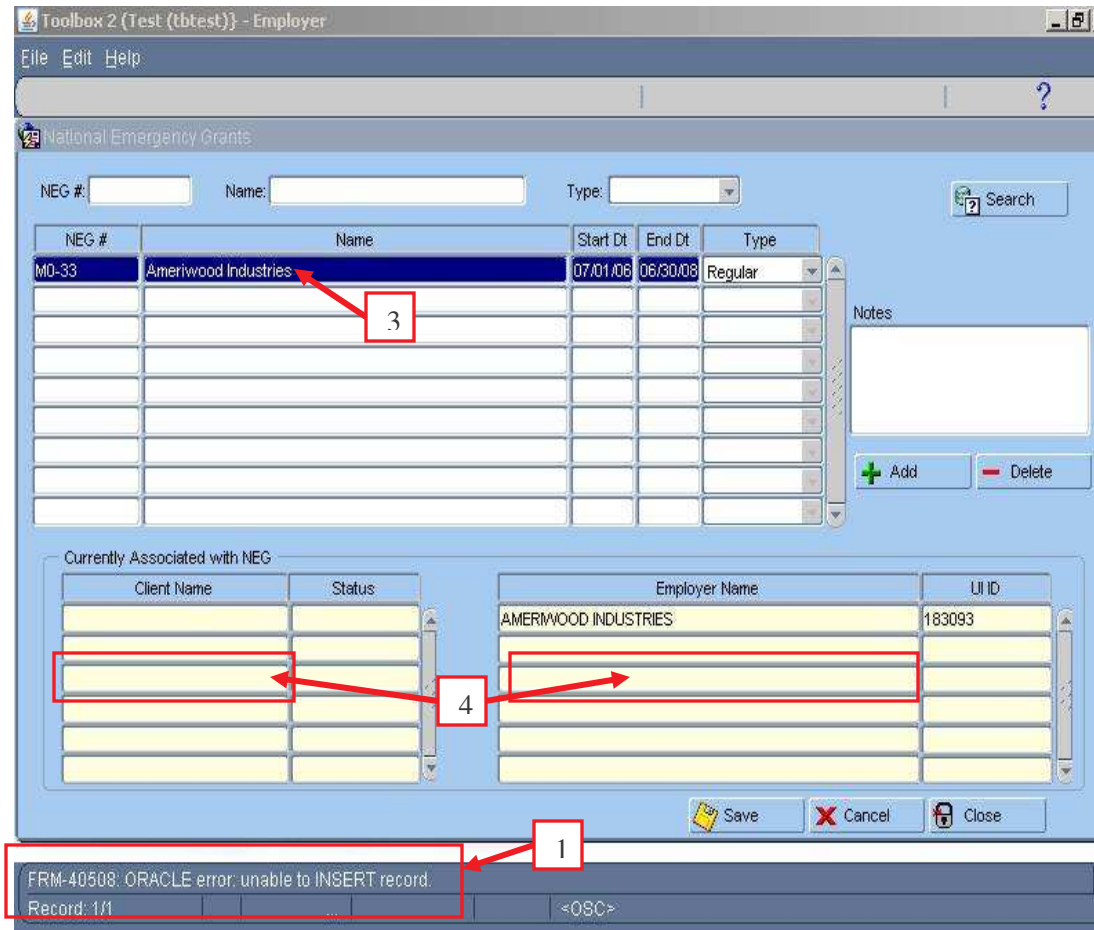
Figure 3: Toolbox 2.0 Screen

1. View bottom of screen for information relating to entry being correct or errors
2. Press "F1", on keyboard, for help in any field
3. Double click on certain areas to populate fields (i.e. employers name, grant number, etc)
4. If a field is "yellowed" – the field has been protected from updates and will not take entries.
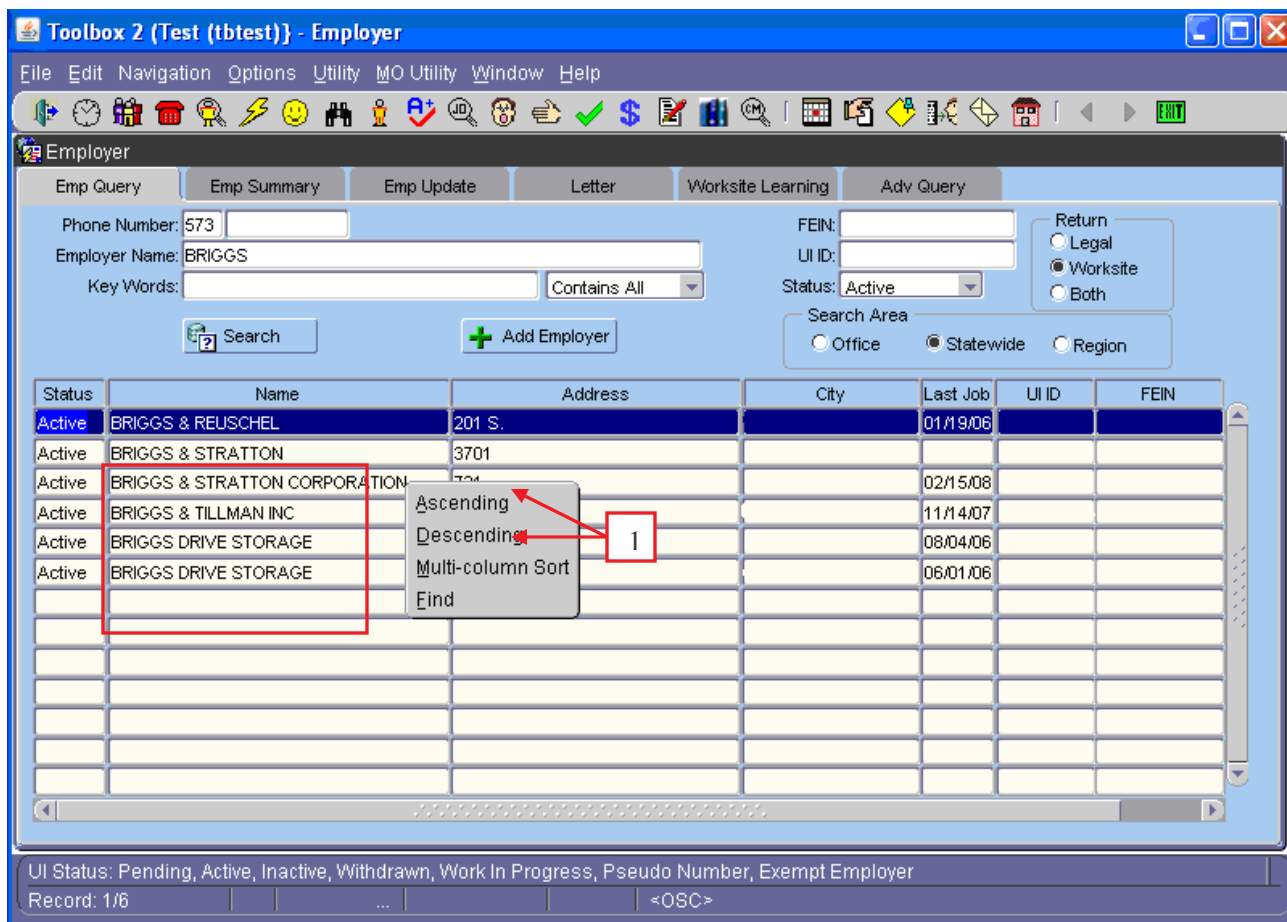
Figure 4: Toolbox 2.0 Screen

1. Right click on fields with multiple listings for shortcuts "Ascending" and "Descending" order

Entering a Rapid Response Record

Searching for an employer record/Employer Query:
(see How to enter and search for job record instructions)
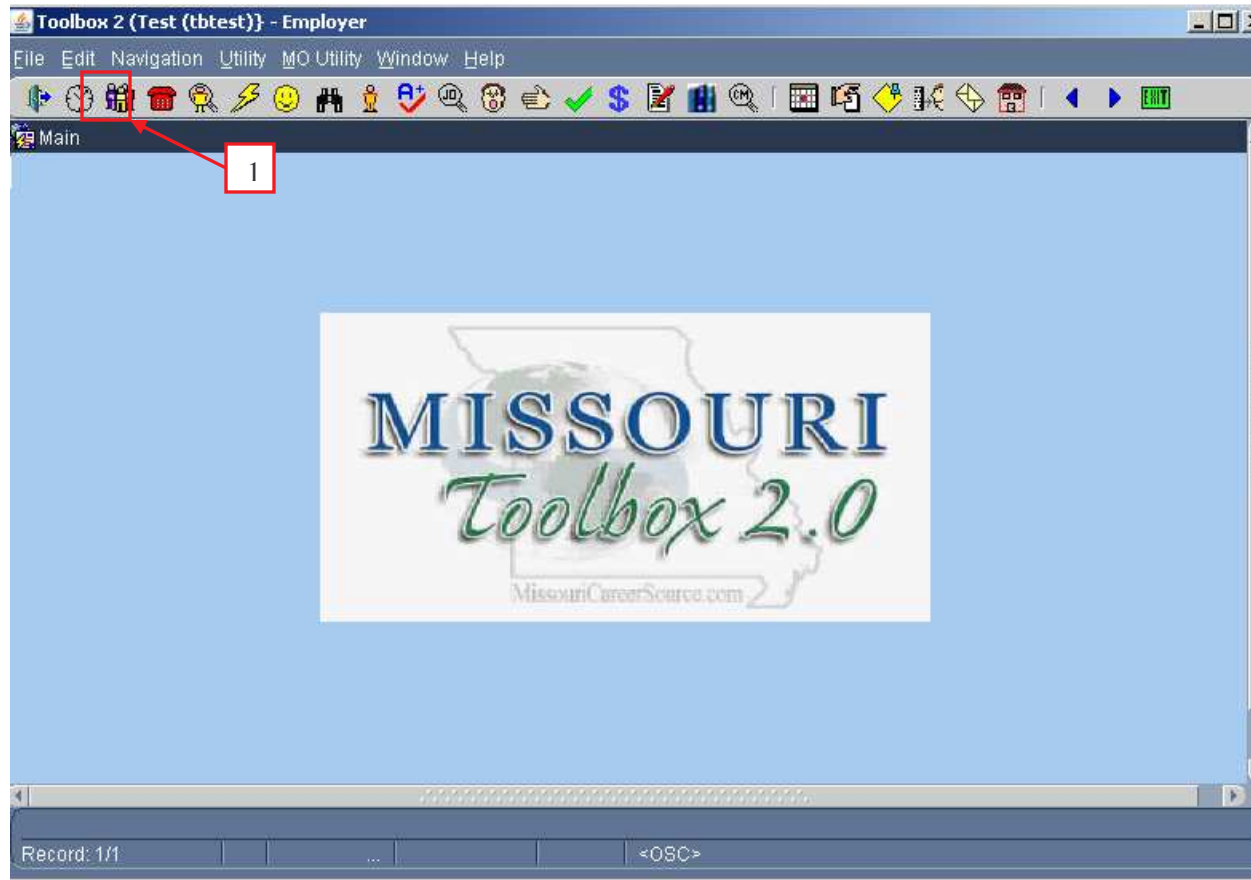
Figure 5: Toolbox 2.0 Main Screen

Step-by-Step:

1. Select Employer Search icon
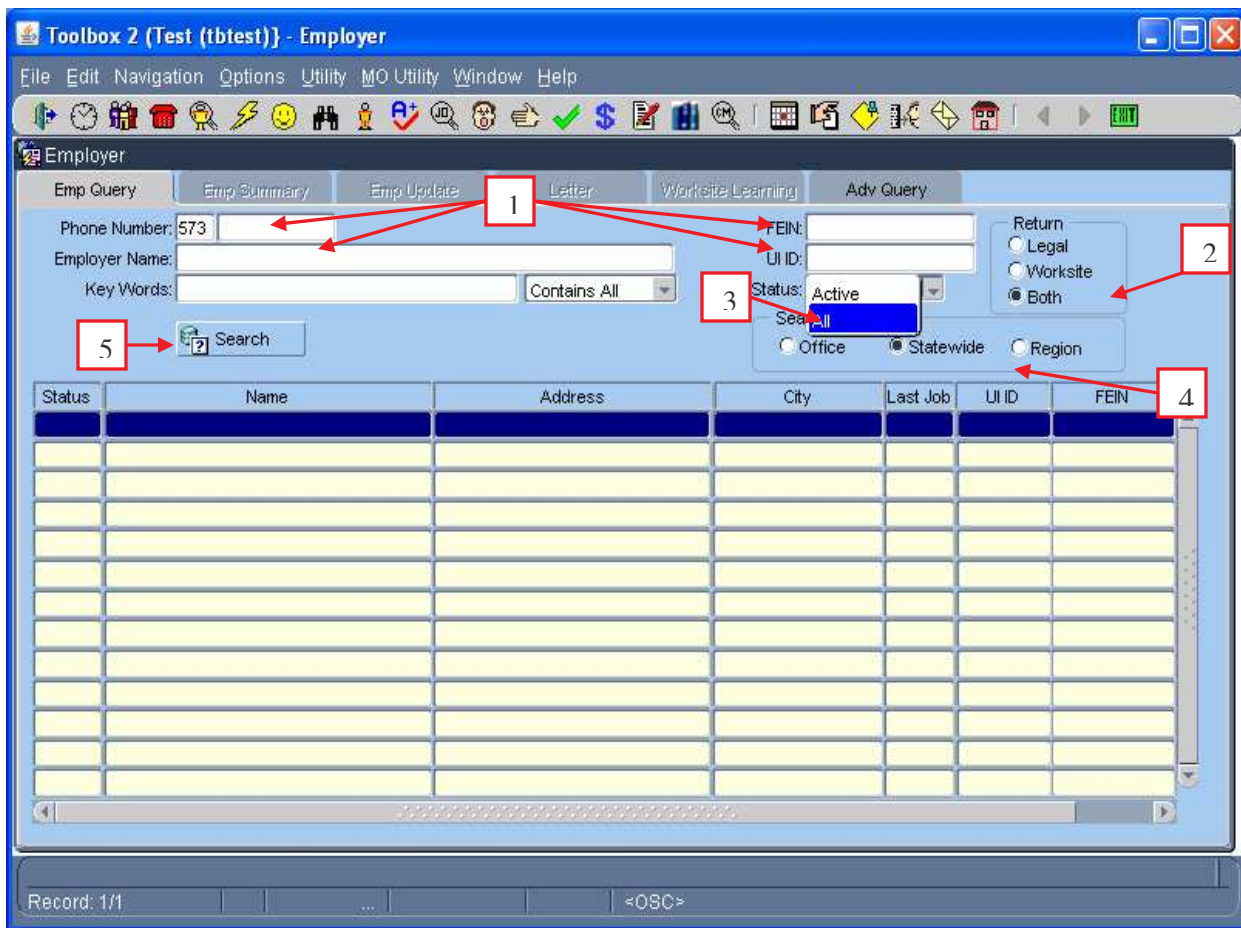
Figure 6: Employer Screen
Employer Query

Step-by-Step:

Employer search can be by Employer Name, Phone Number, FEIN, or UI ID
1) Enter Employer Name, Phone Number, Phone Number, FEIN, or UI ID
2) Select "Both" options under Return box to search by worksite name and legal name.
3) Select "All" from the dropdown in the Status section to pull active and inactive employers.
4) Select "Statewide" under Search Area.
5) Click the "Search Button".

Figure 7: Employer Screen
Employer Query

Step-by-Step:

1) Highlight and double click the desired employer from the list of employer record(s).
2) If employer record is not found, refer to the see instructions on Entering a New Employer Record.
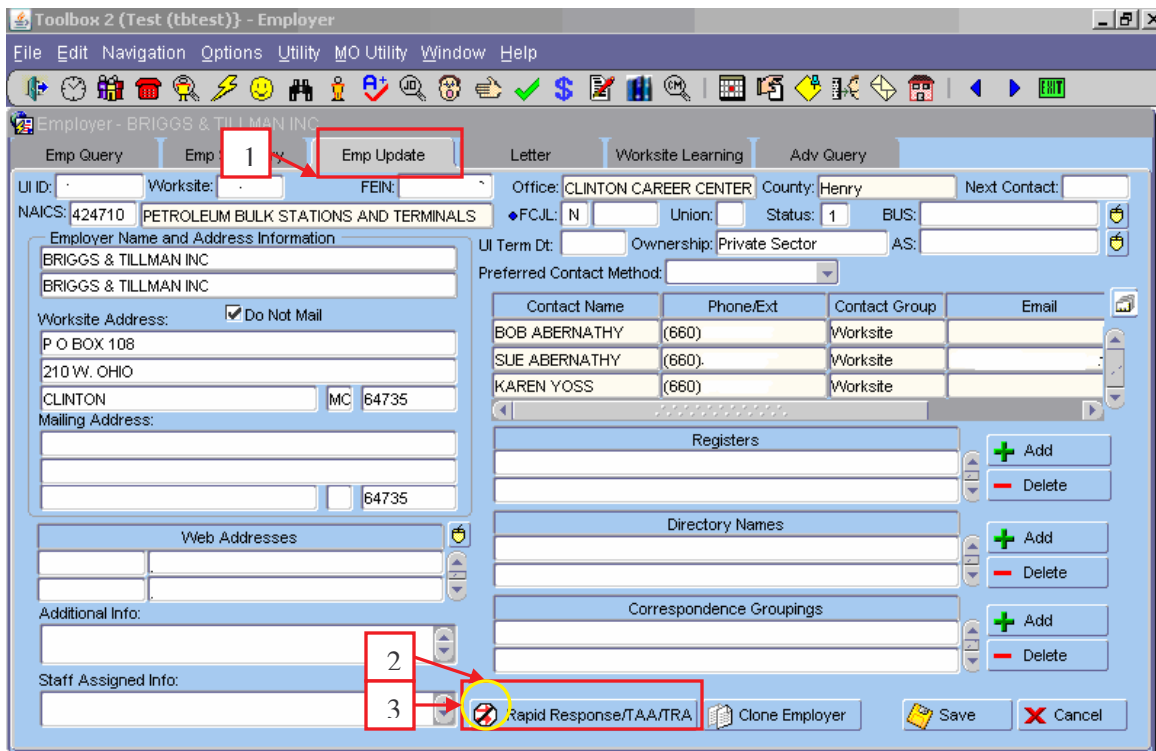
Figure 8: Employer Screen
Employer Update Screen

Step-by-Step:

1) Select "Employer Update" Tab.
2) Then, select "Rapid Response/TAA/TRA" button.
3) If there is not a current Rapid Response record, there will be a slash mark through the arrows next to "Rapid Response/TAA/TRA". If there is a previous Rapid Response record, slash marks will not be present.

Entering New Rapid Response Activity

Information that needs to be provided:	Entering information in Toolbox 2.0:
Layoff Start and End Date	Enter date when layoff/closure event starts and ending date layoff/closure in format of mm/dd/yr on the Rapid Response (RR) General screen. Select "Add" for new field. Each new entry date will clear the other fields for new Rapid Response activity screen.
Employer Title	Enter company name, month and year of layoff, for example, DWD Training Feb 08 Layoff in the Title text box on the RR General screen. The name cannot replicate a previous name used from another layoff. A register name that uses the word "and" or one using "&" is seen as different names.
Number of employees affected by the layoff/closure event	Enter total number of employees affected by the layoff/closure event in the on the RR General screen.
Release Date	Enter the date the information in reference to the layoff/closure event is available to the public on the RR General screen.
Notification of layoff/closure date	Enter the date the Rapid Response Unit or Coordinator was notified of layoff/closure event on the RR General screen.
Program Quarter and Year	On the RR General screen enter the Year/Quarter to reflect the quarter and program year when the employee Rapid Response meeting(s) is held: July - September: 1st quarter October - December: 2nd quarter January - March: 3rd quarter April - June: 4th quarter
WIA Region	Select the WIA region where layoff/closure event occurred from the dropdown box on the RR General screen.
Number of Rapid Response Meetings held	Enter the number of Rapid Response meetings held for this layoff/closure event in the text boxes on the RR General screen.
Total number of employees attending Rapid Response Meeting	Enter the number of participants that attended the meeting in the text boxes on the RR General screen.

Mass Layoff or Local Event	Select Local or Mass layoff from the dropdown box to represent the layoff/closure event on the RR General screen. When Mass Layoff is selected a text box will appear; double click in that text box to select the Mass layoff number and company name.
Requested Services	Select the services provided to the employer or requested by employer by checking the boxes next to the services provided. These text boxes are on the RR General screen.
Employer and Meeting Notes	In the Additional Information text box on the RR General screen, enter employer meeting notes and layoff meeting notes. Separate the entries with a star "*" to represent new information. (*Employer meeting held Feb. 18, 2007;*Rapid Response meetings).
Employer Contact Information	Enter Contact Name and Phone under the Rapid Response Unions/Contacts Tab screen.
Union, Contact, and phone number (if applicable)	Enter Union Affected, Contact Name, Phone Number, Fax Number, and Email Address under the Unions/Contacts tab on the Rapid Response screen.
O*Net Codes of occupations affected by layoff/closure event	Double click on the O*Net text box to search for the O*Net Description of the job that are affected by the layoff/closure; located under the O*Net tab on the Rapid Response screen.

Rapid Response General Tab

Enter information for each Rapid Response meeting held.

Figure 9: Employer Screen
Rapid Response General Tab Screen

Step-by-Step:

1) Enter the Layoff Start and End Dates.
2) Register Code is auto-populated for each layoff/closure event. Leave text box blank, the system will assign a number when the record is saved.
3) In the Title text box, enter the company name, month and year of layoff, for example Briggs and Stratton Feb '08.
4) Enter total number of employees affected by the layoff/closure event.
5) In the Release Date, enter the date information in reference to the layoff/closure event is available to the public.
6) Enter date the Rapid Response Unit or Coordinator was notified of layoff/closure event.
7) From the dropdown box select local event or Mass Layoff. If Mass Layoff is selected, a text box will appear. Double click in the text box for the Mass Layoff list popup box to select the Layoff number associated with the layoff/closure event.

8) In the Layoff Factors section, check the appropriate box(es) of layoff/closure factors. Multiple boxes can be selected.
9) From the dropdown box select the Reason for Layoff for layoff/closure event.
10) In the Program text boxes, enter the Year and Quarter of the layoff.
11) Select WIA region where layoff/closure event occurred from the dropdown box.
12) Enter number of Rapid Response meeting held for this layoff/closure event.
13) Enter the number of participants that attending the RR meetings.
14) In the Requested Services section, check the boxes for the services provided to the employer or requested by employer. Multiple boxes can be selected.
15) Enter employer meeting notes and layoff meeting notes in the Additional Information text box.
16) Click the Save button.
17) Click the Close button in order to navigate to another area of Toolbox 2. Do not close Rapid Response record until "Contact" and O*Net Code tabs are completed and saved.

Rapid Response Unions/Contacts Tab Screen

Figure 10: Employer Screen
Rapid Response Union/Contacts Tab Screen

Step-by-Step:

Affected Unions

1) Select Unions/Contacts Tab
2) Enter Union name affiliated with this layoff/closure event, if applicable. Next to the Union name, enter Union Contact person and their phone number, if available. If not applicable, enter N/A.
3) "Add" or "Delete" – adds additional fields if needed or deletes Union contact entered.

Rapid Response Contacts

4) Under "Contact Name" Double click to get a popup box with employer's contact names (information will be retrieved from the employer's record database).
5) Select Rapid Response contact that will be the Rapid Response contact. After selecting name, field will auto-populate.

6) If the employer's Rapid Response contact is not listed, select "Maintenance" button to enter a new Rapid Response Employer contact.

Entering a New Rapid Response Employer Contact

Figure 11: Rapid Response Union/Contact Screen
Contacts for Employer Pop-up Screen

7) If a blank box is not present to enter a new employer contact, select "Add" to add another employer contact field. "Delete" will remove the employer contact
8) In the Contact information section, enter the contact's First name, Last name, Title, and Email Address.
9) In the Address section, enter the contact's address.
10) Enter the contact's Phone and Fax number.
11) Double click in the text box of the Contact Group to receive the list of values. Select Rapid Response Contact.
12) Select Save button.

National Emergency Grant Tab Screen

National Emergency Grant (NEG) Tab screen is used for associating a layoff and a participant with an approved National Emergency Grant.

Figure 12: Rapid Response Screen
NEG Tab Screen

Step-by-Step:

1) Double click in Number field to obtain the National Emergency Grant (NEG) associated layoff /closure event list of values.
2) Select NEG record associated with the layoff/closure event. The company selected will be auto-populated into the text box. *See Figure 13.*
3) Click the Save button.
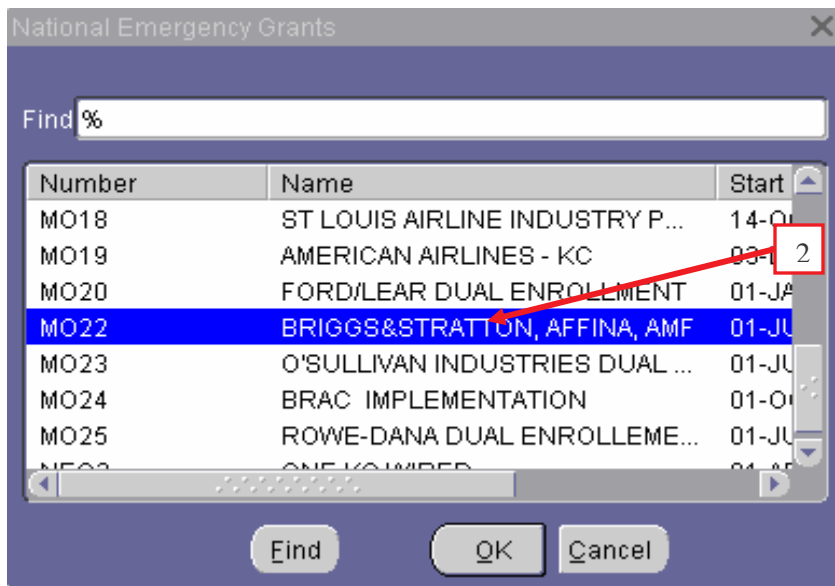
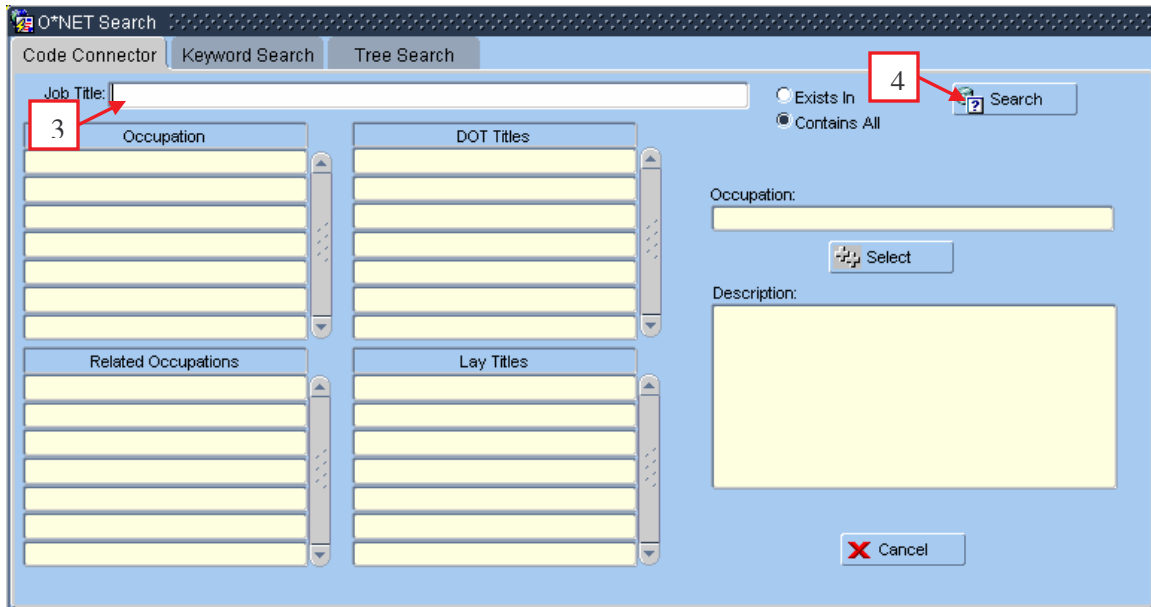*Figure 13: National Emergency Grant Pop-up Screen*

O*Net Tab Screen

The O*Net Tab Screen is used to enter O*Net codes associated with the jobs lost through the layoff/closure event.

Figure 14: Rapid Response Screen
*O*Net Tab Screen*

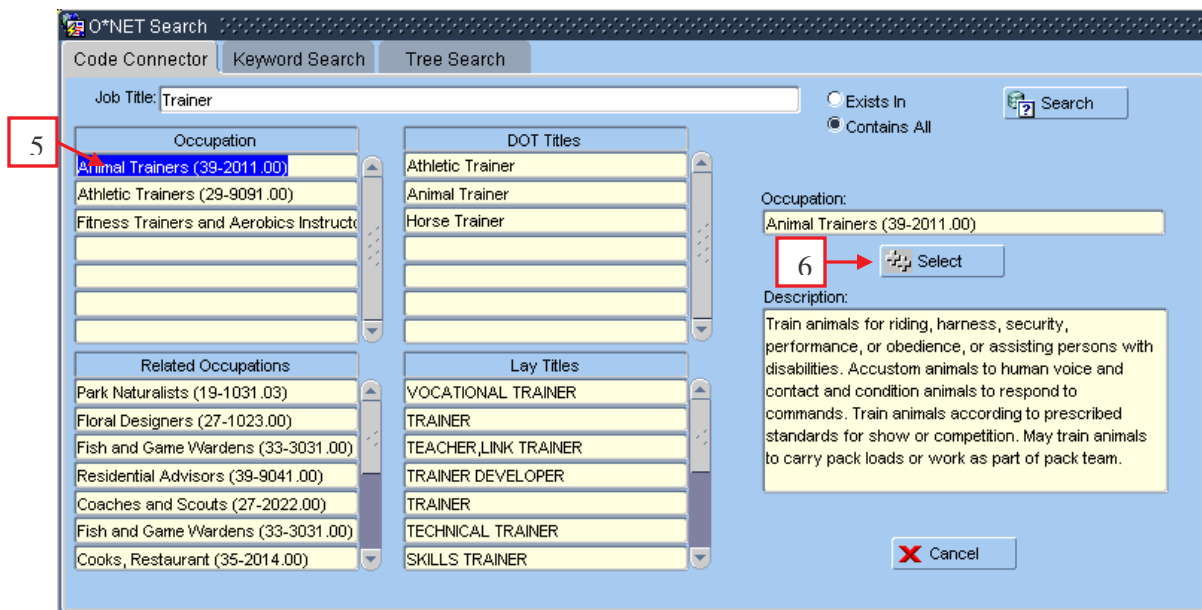# Step-by-Step:

1) Select O*Net tab from the Rapid Response screen.
2) Double click in O*Net text box to obtain a pop-up list of O*Net codes.

Figure 15: O*Net Screen
Code Connector Screen

3) Type in job title of occupation affected by layoff.
4) Select search.

Figure 16: O*Net Screen
Code Connector Screen

5) Highlight the desired job title and hit select from listed occupations. Occupation will auto-populate.
6) O*Net codes will auto populate, click the select button to add occupation to list.

Figure 17: Rapid Response Screen
O*Net Tab Screen

7) Enter Number of jobs affected. Total at the bottom of screen should match number of employees in the Number Affected text box on the Rapid Response screen.
8) Select "Save" tab.